

SPARE PARTS PUPPET THEATRE

General Manager



Spare Parts Puppet Theatre is seeking a full-time General Manager to join and lead our small, dedicated team in Fremantle on a contract basis for an initial contract of 12 months.

The General Manager works closely with the Artistic Director and Executive Producer and will assist in the Company's business operations and annual program delivery at a high level.

The successful applicant will have strong management skills, with an ability to plan, organise, coordinate and facilitate many activities and functions of the Company.

The role will involve oversight of operations management, human resources, financial management, stakeholder management, administration and fundraising. Applicants with skills in these areas will have an advantage. The successful applicant will have strong managerial experience in a relevant sector, an entrepreneurial approach and knowledge of the arts.

Spare Parts Puppet Theatre has a strong commitment to inclusivity and diversity. People who are First Nations, living with disabilities, identify as LGBTIQ+, are from culturally diverse backgrounds are encouraged to apply.

ABOUT US

Spare Parts Puppet Theatre is Australia's most respected and adored puppetry company dedicated to the creation of the art form and the artists who we create with. Through puppetry we tell stories that go to the heart of what it is to be human while connecting audiences across generations.

Over the course of our 40-year history we have entertained and enriched the lives of millions of audience members both in Australia and abroad.

Our annual artistic program includes performances at our home theatre, touring to schools, theatres and festivals across Australia and abroad, puppetry workshops for children and adults, and artists training and development programs and has an annual audience and participant reach of more than 200,000 people.

Learn more about us at www.sppt.asn.au.

SELECTION CRITERIA

The successful applicant will possess the following skills and experience:

- Excellent administration skills, including contracts and a knowledge of human resources procedures.
- Experience managing projects including timelines and resources.
- Experience developing, monitoring and reporting on budgets.
- Excellent communication and interpersonal skills.
- Experience in stakeholder and relationship management.
- Comfortable taking initiative and working independently and with others.

HOW TO APPLY

To apply send a **cover letter (2 pages max) and a current CV with a minimum of two referees** to ep@sppt.asn.au by the closing date. The cover letter should address the Selection Criteria as listed above. Applications close **on 23 December**.

For more information contact: Katie Henebery, Executive Producer, 08 9335 5044, ep@sppt.asn.au.

GENERAL MANAGER

FUNCTION OF THE POSITION

The General Manager's role is focused on supporting the organisation to deliver to the highest level across administration, systems, human resources, contribute to the Company's business activities.

ORGANISATIONAL RELATIONSHIP

Reports to the Executive Producer and Artistic Director

DUTIES

Administration

Responsible for the conduct and operation of all administrative functions of the Spare Parts Puppet Theatre – including:

- Maintenance and review of contracts entered into by the Company, so as to ensure that the Company.
- Assist in the administration of the operations of the Board and Committees including preparation of financial and KPI reports and all agendas and minuting meetings.
- Oversee the maintenance of the SPPT premises in conjunction with the SPPT Bookings and Operations Officer.
- Monitor the progress of projects allocated to staff by the Artistic Director/Executive Producer;
- Work to identify opportunities to improve day to day operations, systems, risk management, governance and compliance or any other management areas.
- Assist in day to day administration to support the Artistic Director and Executive Producer.

Finance

- Preparation, in liaison with the Executive Producer and Artistic Director, of all budgets and management of current year expenditure and income.
- Oversee the maintenance of accounts and prepare financial reports and cash flows for the Board.
- Oversee payroll administration and annual audit with the Accounts Officer.
- Ensure that Spare Parts Puppet Theatre fulfils its legal and financial obligations.

Human Resources

- Monitor and implement personnel policies.
- Provide contracts of employment for all staff, including permanent staff, performers, key artists and contractors, and negotiate appropriate rights and royalties.
- Provide staff induction into policies and procedures.
- Ensure Company compliance with human resources legislation in conjunction with the Executive Producer.

Funding, Fundraising and Sponsorship

- Preparation and thereafter monitoring of applications to government bodies and sponsors to ensure that all conditions are complied with.
- Apply for and acquit other grants, sponsorship and philanthropy submissions.
- Generate income through sponsorship, fundraising, donations, merchandise and other areas.
- Devise and prototype new income streams in conjunction with the Executive Producer and Artistic Director.

HOURS

Thirty eight (38) hours per week between the hours of 8.30am and 6pm Monday to Saturday in consultation with the Executive Producer.

REMUNERATION

\$90,000 per annum + Super